**Curriculum Vitae**

**Maria.**

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**Job Objective:**

To impart my knowledge, skills and experiences to the progress of the company as well as enhance my activity through learning new things that can develop my personality as a whole.

**Career Profile:**

* Manage to work under time pressure with minimal supervision.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Effective time and crisis management skills.
* Excellent in handling customer service.
* Computer literate.

**Employment Record:**

**China Way Restaurant**

**February 2014 To February 4, 2016**

**Waitress/Cashier**

**Head Waitress**

**Tourister Resort Batangas, Philippines**

**January 2012 Up To November 2014**

**Job Description**

* Supervises and coordinates activities of dining-room employees engaged in providing courteous and rapid service to diners: Greets guests and escorts them to tables.
* Schedules dining reservations.
* Arranges parties for patrons
* Adjusts complaints regarding food or service.
* Hires and trains dining-room employees.
* Notifies payroll department regarding work schedules and time records.
* Assist in preparing menus.
* Plan and execute details for banquets.
* Supervise waiters and waitresses and room service.
* Process payments.
* Produce sales invoice.
* Ensure that customer is satisfied in all aspects.

**BANQUET WAITRESS FOUR SEASONS HOTEL Doha, Qatar**

**May 2010 to November 2011**

**Job Description**

* Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
* Stock service areas with supplies such as coffee, food, tableware, and linens.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Clean tables or counters after patrons have finished dining.
* Take orders from patrons for food or beverages and serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
* Collect payments from customers.
* Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom.
* Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
* Describe and recommend wines to customers. Bring wine selections to tables with appropriate glasses, and pour the wines for customers.
* Inform customers of daily specials.
* Escort customers to their tables.
* Bring wine selections to tables with appropriate glasses, and pour the wines for customers.
* Prepare tables for meals, including setting up items such as linens, silverware, and glassware

**MACHINE OPERATOR King Yuan Electronics Company Taiwan**

**August 2003 to January 2009**

**QA OFFICER Nidec Precision Philippines**

**August 1995 to January 1999**

**Educational Attainment:**

Tanauan School of Fisheries

Philippines June 1988 - April 1992

**Personal Information:**

Citizenship : Filipino

Language : English

Visa Status : Employment Visa

**Declaration**

I hereby declared that all details above are true to the best of my knowledge and belief.

Maria.